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No. 332, Port Blair, Saturday, September 05, 2015

ANDAMAN AND NICOBAR ADMINISTRATION
DIRECTORATE OF AGRICULTURE
PORT BLAIR

NOTIFICATION

Port Blair dated the 05th September, 2015.

No.311/2015/F.No. 16-380/E/DA/2014 (Agri).— In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi Notification No.14/3/60-ANL dated 11th April, 1960 and in supersession to all previous Notifications for the post mentioned below, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the group 'C' post of **Staff Car Driver (ordinary Grade, Grade – II, Grade– I and Special Grade)**, borne in the Department of Agriculture, Andaman and Nicobar Administration, namely : -

1. Short Title and Commencement :-

- These Rules may be called the Andaman and Nicobar Administration (STAFF CAR DRIVER in the Department of Agriculture) Recruitment Rules, 2015.
- They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification and Scale of Pay:-

The number of post, its classification and Pay Band & Grade Pay/Scale of Pay attached thereto shall be specified in Paras 2 to 4 of the Schedule I annexed thereto.

3. Method of Recruitment, Age Limit and other Qualifications :-

The method of recruitment, age limit, qualification, duties & responsibilities and other matters relating to the said post shall be as specified in Paras 7 to 8 of the below said Schedule.

4. Disqualification :-

No Person—

- who has entered into or contracted a marriage with a person having a spouse living, **or**
- who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor, Andaman and Nicobar Islands may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of these Rules.

5. Power To Relax :-

Where the Lieutenant Governor, Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may by order for reasons to be recorded in writing, relax any of the provisions of these rules with respect of any class or category of persons.

6. Savings :-

Nothing in these rules shall effect the reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. Gen. Ajay Kumar Singh (Retd.)

Lieutenant Governor

Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Sd./-

Assistant Director (Admn.)

SCHEDULE - I

**RECRUITMENT RULE TO THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN THE
DEPARTMENT OF AGRICULTURE**

1	Name of Post	Staff Car Driver (ordinary Grade)
2	No. of Post	5 (five) 2010 (30% of the total 15 posts placed in ordinary grade as per revised ratio mentioned at para 4 of DOP&Ts O.M.No.43019/54/96-Estt(D) dated 15.02.2001subject to variation depending upon workload.
3	Classification	General Central Services Group 'C' Non-Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs. 5200 - 20200+GP Rs.1900
5	Whether Selection Post or Non- Selection Post?	Not applicable
6	Age limit for direct recruits	18-33 years for Male candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) .
		Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from candidate / name from Employment Exchange
7	Educational and other qualifications required for direct recruits	<p>Essential :-</p> <ul style="list-style-type: none"> i) Secondary School Examination (Xth Std.) passed from a recognised Board/Institution. ii) Must possess a valid Light Vehicle Driving License iii) Must qualify in the trade test/ professional test. <p>Desirable :-</p> <ul style="list-style-type: none"> (i) 03 years experience in driving LMV. (ii) Knowledge of motor mechanism and capable to locate & rectify minor defect in the vehicle. (iii) Must have good knowledge in traffic regulation
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	02 (Two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment

11	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC for confirmation consisting of 1. Director of Agriculture – Chairman 2. Joint Director (Agri. Eng.) - Member 3. Mechanical Engineer, Directorate of Transport - Member 4. Assistant Director (Admn.) - Co-opted member
13	Duties and Responsibilities	Attached as Annexure to Schedule -IV

SCHEDULE – II**RECRUITMENT RULE TO THE POST OF STAFF CAR DRIVER (GRADE - II) IN THE DEPARTMENT OF AGRICULTURE**

1	Name of Post	Staff Car Driver (Grade-II)
2.	No. of Post	4 (four) 2010 30% of the total 15 posts placed in Grade II as revised ratio mentioned at para 4 of DOP&Ts O.M.No.43019/54/96-Estt(D) dated 15.02.2001 subject to variation depending upon workload
3	Classification	General Central Services Group C' Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs.5200 - 20200+GP Rs. 2400
5	Whether Selection Post or Non- Selection Post ?	Non-selection (Seniority- cum-fitness)
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by promotion
11	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion: From amongst the Staff Car Driver Ordinary Grade in the Pay Band PB-1 Rs.5200-20200+GP Rs. 1900 of the Agriculture Department with nine years regular service in the grade and passing the Departmental Test of appropriate standard as contained in the Annexure-1 to Government of India, Ministry of Personal Public Grievances and Pension (DoPT), New Delhi OM NO.22036/1/92-Estt.(D) dated 30.11.1993 read with OM No.43019/54/96-Estt.(D) dated 15.2.2001.
12	If a DPC exists,what is its composition?	Group 'C' DPC (for promotion) consisting of 1. Director of Agriculture – Chairman 2. Joint Director (Agri. Eng.) - Member 3. Mechanical Engineer, - Member Directorate of Transport 4. Assistant Director (Admn.) - Co-opted Member
13	Duties and Responsibilities	Attached as Annexure to schedule -IV

SCHEDULE - III**RECRUITMENT RULE TO THE POST OF STAFF CAR DRIVER (GRADE I) IN THE DEPARTMENT OF AGRICULTURE**

1	Name of Post	Staff Car Driver (Grade-I)
2	No. of Post	5 (five) 35% of the total 15 posts placed in Grade-II as revised ratio mentioned at para 4 of DOP&Ts O.M.No.43019/54/96-Estt.(D) dated 15.02.2001 subject to variation depending upon workload.
3	Classification	General Central Services Group C' Non- Gazetted, (Non- Ministerial)
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs.5200 - 20200+GP Rs. 2800
5	Whether Selection Post or Non- Selection Post?	Non-selection (Seniority-cum-fitness)
6	Educational and other qualifications required for direct recruits	Not applicable
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not applicable
8	Period of probation, if any	Not applicable
9	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by promotion
10	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion: From amongst the Staff Car Driver (Grade-II) in the Pay Band PB-1 Rs. 5200-20200 + GP Rs. 2400 of the Agriculture Department with six years regular service in the Grade-II or a combined service of 15 years in Grade-II and in ordinary grade in the Pay Band PB-1 Rs. 5200-20200 + G. P. Rs.1900 put together and passing the Departmental Test of appropriate standard as contained in the Annexure-1 to Government of India, Ministry of Personal Public Grievances and Pension (DoPT), New Delhi OM No. 22036/1/92-Estt. (D) dated 30.11.1993 read with OM No.43019/54/96-Estt.(D) dated 15.2.2001
11	If a DPC exists, what is its composition ?	Group 'C' DPC for Promotion Consisting of:- 1. Director of Agriculture – Chairman 2. Joint Director (Agri. Eng.) - Member 3. Mechanical Engineer, - Member Directorate of Transport 4. Assistant Director (Admn.) – Co-Opted member
12	Duties and Responsibilities	Attached as Annexure to Schedule –IV

SCHEDULE - IV**RECRUITMENT RULE TO THE POST OF STAFF CAR DRIVER (SPECIAL GRADE) IN THE DEPARTMENT OF AGRICULTURE**

1	Name of Post	Staff Car Driver (Special Grade)
2	No. of Post	1 (one) 5% of the total 15 posts placed in special Grade as revised ratio mentioned at para 4 of DOP&Ts O.M.No.43019/54/96-Estt.(D) dated 15.02.2001 subject to variation depending upon workload
3	Classification	General Central Services Group 'B' Non- Gazetted, Non- Ministerial.
4	Pay Band & Grade Pay/Pay Scale	(PB-I) Rs.5200 – 20200+GP Rs. 4200
5	Whether Selection Post or Non-Selection Post?	Non-selection (seniority-cum-fitness)
6	Educational and other qualifications required for direct recruits	Not applicable
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not applicable
8	Period of probation, if any	02 (Two) years
9	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by promotion
10	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion: From amongst the Staff Car Driver (Grade-I) in the Pay Band PB-1 Rs. 5200-20200+GP Rs. 2800 of the Agriculture Department with three years regular service in the Grade-I of Staff Car Driver.
11	If a DPC exists, what is its composition?	Group 'B' DPC (for Promotion) consisting of : 1. Director of Agriculture – Chairman 2. Joint Director (Agri. Eng.) - Member 3. Mechanical Engineer, - Member Directorate of Transport 4. Assistant Director (Admn.) - Co-opted Member
12	Duties and Responsibilities	Attached as Annexure to Schedule-IV

ANNEXURE TO SCHEDULE -1 TO IV**Job description for the posts of Staff Car Driver(Ordinary Grade,
Grade-II, Grade-I and Special Grade)**

1. He should drive the vehicle in safe way as per traffic rules.
2. He should possess valid driving licence in hand.
3. He should wear proper uniform daily.
4. He must be able to read English/Hindi, Numerals and Figures.
5. He should be punctual in attendance.
6. He should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis.
7. He should get the log book verified and signed by the designated authority on monthly basis.
8. He should keep the vehicle neat and clean by water washing, wiping and polishing.
9. He should check the oil, lubricant, water & brake every day before the vehicle being taken for driving.
10. He must have practical knowledge of petrol and diesel engine working and able to locate faults and rectify minor running defects.
11. He must be able to change wheels and correctly inflate the Tyre.
12. He should maintain tool kit in the vehicle.
13. He should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
14. On the vehicle being sent for repairs etc. he would be required to maintain close co-ordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/ replacement of damaged parts etc.
15. The damaged / replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office.
16. He should maintain a date wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair.
17. He is responsible for timely reporting of break downs/accidents to the authorities.
18. He is responsible to collect the bills for repairing charges/cost of spare parts of the vehicle and submit in the office for arranging timely payment.